



**MONTEREY PARK FIRE DEPARTMENT
FIRE PREVENTION DIVISION
320 W NEWMARK AVENUE - MONTEREY PARK, CA 91754
(626) 307-1308**

INSPECTION REQUEST

Please fax your inspection requests to the Fire Department at **(626) 307-2590** before 3:00 PM three business days prior to inspection. The inspector will call you back the next day after 7:30 AM with the scheduled day of the inspection and your inspection time.

Today's Date ____/____/____ Time _____

INSPECTION TYPE

Fire Protection Systems

- ☐ Underground Hydro
- ☐ Underground Flush
- ☐ Commercial OH Sprinkler Rough
- ☐ Commercial OH Sprinkler Final
- ☐ Residential Sprinkler OH Rough & Hydro
- ☐ Residential Final
- ☐ T.I. Rough
- ☐ T.I. Final
- ☐ T.I. Rough & Final
- ☐ Commercial Hood System
- ☐ Fire Alarm Rough
- ☐ Fire Alarm Final
- ☐ Spray Booth

Construction

- ☐ Commercial Final
- ☐ Commercial T.I. Final
- ☐ Tract Final
- ☐ Residential Final

Miscellaneous

- ☐ Licensed Care
- ☐ UFC Permit
- ☐ Proof of Correction
- ☐ Other _____

JOB INFORMATION

Project #/ Plan Check # _____ **Building Permit** _____

Job Name: _____ **Permit** _____

Address _____ **Suite#** _____ **Cross Street** _____
(Address Number & Street Name)

Inspection Requested for:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Time (AM/PM) _____

General Contractor _____ **Office Phone #** _____ **Cell#** _____

Contact Person: _____ **Office Phone #** _____ **Cell#** _____

OFFICE USE ONLY

Date Received: _____ **Time Received:** _____ **Received by:** _____ **Inspector Assigned:** _____

Additional Information: _____

NO SHOW/CANCELLATION POLICY:

A 24-HOUR NOTICE IS REQUIRED TO CANCEL OR CHANGE AN INSPECTION APPOINTMENT. FAILURE TO PROVIDE ADEQUATE NOTICE OF CANCELLATION WILL RESULT IN A NO SHOW/LATE CANCELLATION FEE OF \$128. AN APPOINTMENT WILL NOT BE RESCHEDULED UNTIL THE FEE IS PAID.